|  |
| --- |
| THIS DOCUMENT HAS BEEN PREPARED FOR THE PURPOSES OF THE  **PROJECT RESOURCE CENTER**.   IT IS FOR GENERAL GUIDANCE PURPOSES ONLY AND SHOULD NOT BE USED AS A SUBSTITUTE  FOR SPECIFIC TECHNICAL, PROCUREMENT OR LEGAL ADVICE FOR A PROJECT |

# Terms of Reference

# Project Implementation Unit - staff members -EE for Public Buildings

## Background

*<Rationale for the project, objectives.>*

## Project Manager

### Responsibilities

1. Assures the management of the Project activities, planning, procurement, results analysis and reporting on the work executed according to stated terms.
2. Reports on the progress of activities implementation and conducts preliminary evaluation of Project achievements.
3. Monitors the implementation of contracts between the Project Implementation Unit (PIU) and contractors.
4. Coordinates closely with the [ministry of economy] and the [donor] and establishes and maintains relations with central and local government entities, international organizations and other stakeholders, which will contribute to the realization of the Project.
5. Support the [ministry of economy] on the preparation of development and implementation of the [program for EE] in the public sector.
6. Is responsible for quality control of all written outputs produced by the PIU or its contractors
7. Supervises the work of other PIU members.

### Qualifications

1. Masters degree. Either in energy related issues or business administration.
2. Previous experience from working with international organizations.
3. Proven ability to work in a team
4. Familiarity with the [donor]'s operational procedures.
5. Previous experience from the [country] public sector and familiarity with its operational procedures.
6. Outstanding organizational and reporting skills.
7. Excellent command of the [language].

### Working conditions

The Project Manager will be stationed at the premises of the [ministry of economy] in [city], but should be ready to travel to various project sites throughout the country and hold numerous meetings.

### Period of Performance

The Project Manager will be a full time position within the Project. He/she will be offered a renewable annual contract. Remuneration will be on a monthly basis.

### Reporting

The Project Manager of the PIU will report on a regular basis to a designated point person in the [ministry of economy] and will liaise with the [donor] [project manager] through monthly conference calls and the local [donor] office through bi-weekly meetings.

## Senior Technical EE Expert

**Responsibilities**

1. Supervising the work of the technical consultants: energy audits, project designs, bid specifications and tendering of bidding documents for EE projects in schools and kindergartens;
2. Working closely with the Technical Advisor, tasking his work and assuring that it is well coordinated with municipal and state entities and with the consultants and contractors;
3. Preparing contract documents for projects and supervising commissioning of projects;
4. Ensuring compliance with [donor] procurement guidelines as well as local building codes and engineering standards;
5. Coordinating the monitoring of results including the achieved energy savings
6. Quality control of technical issues.

### Qualifications and skills

1. At least university bachelor's degree in Engineering preferably mechanical, electrical, civil or architecture; Master’s degree in this field shall be considered a plus;
2. At least 5 years of professional experience in the energy sector and/or construction;
3. At least 3 years of experience in engineering or construction projects related to energy efficiency;
4. Experience with Works or Supplies contracts, either in design, writing of specifications, bills of quantities, tender procedures or site works supervision; Knowledge of the [donor] procurement procedures shall be considered a plus;
5. Computer literate;
6. Fluent in [language];
7. Good management and reporting skills.

## Junior Technical EE Expert

### Responsibilities

1. Under guidance of Team leader or Senior technical expert, reviewing project documents, organizing and coordinating meetings and communicating issues to consultants and contractors;
2. Ensuring timely delivery of reports;
3. Developing a monitoring tool, tracking system and project reporting;
4. Assisting in supervision and quality control of works on site.

### Qualifications and skills

1. University bachelor's degree in Engineering preferably mechanical, electrical, civil or architecture;
2. At least 2 years of professional experience in the energy sector, 1 of which in work related to energy efficiency;
3. Demonstrated analytical skills and working with spreadsheets;
4. Solid understanding of speaking and writing in [language];
5. Good organizational and communication skills.

## Financial Expert

### Main Tasks and Responsibilities

1. Set administrative guidelines and procedures;
2. Maintain financial administration and accounting records (including systematic filing of all underlying documentation);
3. Prepare financial reports, such as financial management reports;
4. Monitor compliance with agreed financial management procedures in the Project;
5. Prepare and adjust disbursement plans;
6. Assist in preparation of annual budgets;
7. Organize annual external audits and act as primary contact with the external auditors;
8. Organize the reporting system according to [donor] rules and procedures;
9. Correspond with the bank which hold the project funds;
10. Prepare replenishment requests to be sent to the [donor];
11. Prepare and maintain a results monitoring tool
12. Assist and advise the [ministry of economy] on the preparation of a data base for energy use and savings potential in public buildings
13. Assist and advise the [ministry of economy] on the financial aspects of EE in public buildings incl. models for calculating energy savings.

### Requirement and Qualifications

1. Bachelors degree in accounting, business finance or similar field;
2. At least 5 years of experience in financial management;
3. Experience with national accounting and bookkeeping procedures;
4. Experience in financial management or supervision in [donor] funded projects or projects financed by another international financial institutions would be an advantage;
5. Good communication and social skills;
6. Excellent computer literacy with emphasis on preparing spreadsheets and databases;
7. Excellent knowledge of [language].